

**MINUTES OF THE ORGANIZATION TOWN BOARD MEETING OF THE TOWN OF FORT ANN HELD ON TUESDAY, JANUARY 2, 2018 AT 6:00 P.M. AT THE FORT ANN TOWN HALL**

**PRESENT:** Supervisor Richard Moore  
Councilman Dennis Fletcher  
Councilwoman Gretchen Stark  
Councilwoman Deborah Witherell  
Councilman Samuel Hall

**OTHERS PRESENT:** Helen Denno, Confidential Secretary to the Supervisor/Bookkeeper, Barbara Winchell, Town Clerk, Gene Connell

Meeting was called to order at 6:00 p.m. with the Pledge of Allegiance to the Flag.

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to approve tonight's agenda.

Motion was carried.

**RESOLUTION #1-18**

**SETTING 2018 TOWN BOARD MEETING SCHEDULE**

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Setting 2018 Town Board Meeting Schedule." (2<sup>nd</sup> Monday of every month or, if a holiday, the 2<sup>nd</sup> Tuesday of that month)

ADOPTED AYES 5 Hall, Stark, Fletcher, Witherell, Moore

**RESOLVED**, that the regular meeting of the Town Board of the Town of Fort Ann shall be held on the second Monday, if the holiday, Tuesday of each month at 6:00 p.m.

**RESOLUTION #2-18**

**ESTABLISHING RULES OF PROCEDURE**

On motion of Councilman Hall, seconded by Councilman Fletcher to accept resolution entitled "Resolution Establishing Rules of Procedure."

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that unless procedures established in Town Code provide otherwise, either the Supervisor or a resolution of the Town Board can refer a matter to the Highway Superintendent or to the Planning Board or to another committee for review and recommendation back to the Town Board.

**RESOLUTION #3-18**

**DELEGATING DUTIES TO THE TOWN SUPERVISOR**

On motion of Councilwoman Witherell, seconded by Councilman Hall to accept resolution entitled "Resolution Delegating Duties to the Town Supervisor."

ADOPTED AYES 5 Hall, Stark, Witherell, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board does delegate to the Town Supervisor the power and duties of administration and supervision of the Town and any Districts contained within it, providing that the Town Board may not and does not abdicate to the Supervisor and Surrender to him the Board's basic statutory responsibilities.

**RESOLUTION #4-18**

**AUTHORIZING TOWN SUPERVISOR TO FILE ANNUAL FINANCIAL REPORT IN TOWN CLERK'S OFFICE**

On motion of Councilwoman Stark, seconded by Councilman Fletcher to accept resolution entitled "Resolution Authorizing Town Supervisor to File Annual Financial Report in Town Clerk's Office."

ADOPTED      AYES 5              Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, in accordance with New York State General Municipal Law section 30, the Fort Ann Town Board hereby authorizes and directs the Town Supervisor to file a copy of the annual Financial Report to the State Comptroller with the Town Clerk's Office on or before April 1, 2018.

**RESOLUTION #5-18**

**ESTABLISHING THE OFFICE OF THE DEPUTY TOWN SUPERVISOR**

On motion of Councilman Hall, seconded by Councilman Fletcher to accept resolution entitled "Resolution Establishing the Office of the Deputy Town Supervisor." (Deborah Witherell)

ADOPTED      AYES 5              Hall, Witherell, Fletcher, Stark, Moore

**RESOLVED**, that the Fort Ann Town Board does establish the Office of the Deputy Town Supervisor.

**RESOLUTION #6-18**

**AUTHORIZING ADVANCE APPROVAL OF CLAIMS**

On motion of Councilwoman Witherell, seconded by Councilman Hall to accept resolution entitled "Resolution Authorizing Advance Approval of Claims."

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby authorizes the payment in advance of audit of claims for such premiums for policies that would otherwise lapse before audit, incur late charges, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit.

**RESOLUTION #7-18**

**ESTABLISHING THE OFFICE OF THE DEPUTY TOWN CLERK**

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Establishing the Office of the Deputy Town Clerk." (Michele Stark)

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board does establish the Office of the Deputy Town Clerk.

**RESOLUTION #8-18**

**ESTABLISHING THE OFFICE OF THE DEPUTY TOWN HIGHWAY SUPERINTENDENT**

On motion of Councilman Hall, seconded by Councilman Fletcher to accept resolution entitled "Resolution Establishing the Office of the Deputy Town Highway Superintendent." (Matthew Graham)

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board does establish the Office of the Deputy Town Highway Superintendent.

**RESOLUTION #9-18  
ESTABLISHING THE OFFICE OF THE DEPUTY TOWN TAX COLLECTOR**

On motion of Councilman Hall, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Establishing the Office of the Deputy Town Tax Collector." (Tina Eberest)

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board does establish the Office of the Deputy Town Tax Collector.

**RESOLUTION #10-18  
APPOINTING TOWN OF FORT ANN BUDGET OFFICER**

On motion of Councilman Hall, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing Town of Fort Ann Budget Officer." (Helen Denno)

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Helen Denno as the 2018 Budget Officer.

**RESOLUTION #11-18  
AUTHORIZING THE TOWN SUPERVISOR TO DESIGNATE A CONFIDENTIAL SECRETARY TO THE SUPERVISOR/CLERK TO THE SUPERVISOR**

On motion of Councilwoman Witherell, seconded by Councilman Hall to accept resolution entitled "Resolution Authorizing the Town Supervisor to Designate a Confidential Secretary to the Supervisor/Clerk to the Supervisor." (Helen Denno)

ADOPTED      AYES 5              Hall, Stark, Witherell, Fletcher, Moore

**RESOLVED**, the Fort Ann Town Board does hereby authorize the Town Supervisor to make said appointments, provided that the total expenditures for Town employees may not exceed the total amount budgeted for Town employees in the 2018 Town Budget without further authorization from the Board.

**RESOLUTION #12-18  
APPOINTING EVA MATTISON AS PART-TIME CLERK TO THE TOWN OF FORT ANN JUSTICE**

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing Eva Mattison as part-time Clerk to the Justice."

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, the Fort Ann Town Board hereby affirms the appointment of Eva Mattison as the part-time Clerk to the Town of Fort Ann Justice through December 31, 2018.

**RESOLUTION #13-18**

**APPOINTING MONITORS OF THE HADLOCK DAM**

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Monitors of the Hadlock Dam." (Paul Winchell and Duane Burch, Jr.)

ADOPTED      AYES 5              Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Paul Winchell and Duane Burch, Jr. as the 2018 monitors of the Hadlock Dam.

**RESOLUTION #14-18**

**APPOINTING A FORT ANN PLANNING BOARD MEMBER**

On motion of Councilman Hall, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing a Fort Ann Planning Board Member." (Donald Bedeaux)

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Donald Bedeaux to serve as a member of the Fort Ann Planning Board through December 31, 2024.

**RESOLUTION #15-18**

**APPOINTING PLANNING BOARD CHAIRMAN**

On motion of Councilman Fletcher, seconded by Councilman Hall to accept resolution entitled "Resolution Appointing a Fort Ann Planning Board Chairman."

ADOPTED      AYES 5              Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Donald Bedeaux as Chairman of the Town's Planning Board.

**RESOLUTION #16-18**

**APPOINTING A TOWN PLANNING BOARD SECRETARY**

TABLED UNTIL JANUARY 8, 2018 REGULAR TOWN BOARD MEETING

**RESOLUTION #17-18**

**PROVISIONALLY APPOINTING 2018 PROJECT MANAGER FOR LAKE HADLOCK**

On motion of Councilwoman Witherell, seconded by Supervisor Moore to accept resolution entitled "Resolution Provisionally Appointing 2018 Project Manager for Lake Hadlock."

ADOPTED      AYES 5              Hall, Stark, Fletcher, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board does appoint Joseph Loszynski, Clifton Park, NY 12065 as the provisional 2018 Project Manager for Lake Hadlock.

**RESOLUTION #18-18**

**APPOINTING REGISTRAR OF VITAL STATISTICS AND RECORDS**

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing Registrar of Vital Statistics and Records." (Virginia Parrott)

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby reappoints Virginia Parrott as Registrar of Vital Statistics and Records to serve at the pleasure of the Board.

**RESOLUTION #19-18**

**AUTHORIZING CONTRACT AND PAYMENT WITH PENFLEX FOR PURPOSE OF LOSAP PROGRAM FOR WEST FORT ANN AND PILOT KNOB FIRE DISTRICTS**

On motion of Councilman Hall, seconded by Councilwoman Stark to accept resolution entitled "Resolution Authorizing Contract and Payment with Penflex for purpose of LOSAP Program for West Fort Ann."

ADOPTED      AYES 5              Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board authorizes the Town Supervisor to sign contracts on behalf of the Town and approves disbursing the 2018 budgeted funds for said contracts.

**RESOLUTION #20-18**

**AUTHORIZING FIRE PROTECTION AND RESCUE SQUAD CONTRACTS FOR THE PILOT KNOB VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.; WEST FORT ANN VOLUNTEER FIRE COMPANY, INC.; FORT ANN VOLUNTEER FIRE COMPANY, INC.; AND FORT ANN RESCUE SQUAD, INC.**

On motion of Councilman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Authorizing Fire Protection and Rescue Squad Contracts for the Pilot Knob Volunteer Firefighters Association, Inc.; West Fort Ann Volunteer Fire Company, Inc.; Fort Ann Volunteer Fire Company, Inc.; and Fort Ann Rescue Squad, Inc.."

ADOPTED      AYES 5              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby approves said contracts, authorizes the Town Supervisor to sign said contracts on behalf of the Town, and approves disbursing the 2018 budgeted funds for said contracts.

**RESOLUTION #21-18**

**APPOINTING TOWN HEALTH OFFICER**

On motion of Councilman Hall, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing Town Health Officer." (David Foote, M.D.)

ADOPTED      AYES 5              Hall, Stark, Witherell, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Dr. David L. Foote, M.D. as Town Health Officer for a period of one year ending December 31, 2018.

**RESOLUTION #22-18**

**APPOINTING TOWN ENGINEER**

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing Town Engineer."

ADOPTED      AYES 5            Hall, Stark, Witherell, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby does appoint Jarrett Engineers, PLLC, 12 E. Washington Street, Glens Falls, New York 12801 as the Engineer for the Town for the calendar year 2018.

**RESOLUTION #23-18**

**APPOINTING TOWN COUNSEL**

On motion of Councilwoman Witherell, seconded by Councilman Hall to accept resolution entitled "Resolution Appointing Town Counsel."

ADOPTED      AYES 5            Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board does appoint the law firm of Meyer & Fuller, PLLC, 161 Ottawa St., Lake George, New York 12845 as legal counsel and as Planning Board counsel.

**RESOLUTION #24-18**

**APPOINTING MEMBERS TO THE FORT ANN BOARD OF ETHICS**

On motion of Councilman Fletcher, seconded by Councilman Hall to accept resolution entitled "Resolution Appointing Members to the Fort Ann Board of Ethics."

ADOPTED      AYES 5            Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Mary Davis, Paul Milligan, Tom Jarrett, Terry Barber and Gretchen Stark to the Fort Ann Board of Ethics for a period of one year ending December 31, 2018.

**RESOLUTION #25-18**

**APPOINTING PART TIME ENFORCEMENT OFFICER**

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing part-time Enforcement Officer."

ADOPTED      AYES 5            Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Mark A. Miller, 57 Wright Rd., Granville, New York 12832 as part-time Enforcement Officer as of January 1, 2018 at an annual rate of \$9,180.00 and to be paid on a biweekly basis.

**RESOLUTION #26-18**

**SETTING 2018 SALARIES OF ELECTED OFFICIALS AND HIGHWAY EMPLOYEES**

On motion of Councilman Hall, seconded by Councilwoman Stark to accept resolution entitled "Resolution Setting 2018 Salaries of Elected Officials and Highway Employees."

Town Supervisor	\$13,492.00
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Deputy Town Supervisor	\$ 2,000.00	
Town Council Member (4)	\$ 3,000.00	
Town Clerk	\$33,150.00	
Clerk to the Supervisor	\$16,728.00	
Confidential Secretary	\$ 3,000.00	
Planning Board Secretary (part-time)	\$ 4,663.00	
Town Sole Assessor (part-time)	\$ 6,000.00	
Town Assessor Clerk (part-time)	\$ 4,000.00	
Town Tax Collector	\$ 9,690.00	
Town Budget Officer	\$ 1,500.00	
Town Justice	\$21,216.00	
Clerk to the Justice	\$16,626.00	
Court Attendant	\$ 12.50 HR	
Town Highway Superintendent	\$57,120.00	
Deputy Highway Superintendent	\$ 2,000.00	
Hadlock Dam Inspector (2)	\$ 3,000.00	
Dog Control Officer	\$ 7,375.00	
Enforcement Officer (part-time)	\$ 9,180.00	
Historian	\$ 800.00	
Registrar of Vital Statistics and Records	\$ 250.00	
Deputy Town Clerk (part-time)	\$ 11.75 HR	
Clerks (part-time)	\$ 11.75 HR	(Justice \$600.00/Tax Collector \$500.00)
Machine Equipment Operator	\$ 18.80 HR	
MEO-New Hire	\$ 17.00 HR	
Laborer	\$ 12.80 HR	(Cemetery mowers \$5,000.00)
Hadlock Park Manager	\$20,000.00	
Cleaner (part-time)	\$ 11.50 HR	\$ 2,000.00
Lifeguards (part-time/seasonal)	\$ 12.50 HR	\$10,000.00
Summer Recreation Director	\$ 3,000.00	
Summer Recreation Bus Driver	\$ 1,500.00	
Summer Recreation Aides	\$ 10.40 HR	
Consolidated Health Officer	\$ 1,200.00	
Consolidated Health Members (2)	\$ 80.00	
Chief Mechanical Harvester	\$ 20.00 HR	
Chief Mechanical Harvester – Trainee	\$ 18.00 HR	

ADOPTED AYES 5 Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, that the Town Board further authorizes and directs the Town Supervisor and/or Town Budget Officer to take all necessary to effectuate the terms of this Resolution.

**RESOLUTION #27-18  
AUTHORIZING OFFICIAL UNDERTAKING**

On motion of Councilman Witherell, seconded by Councilman Hall to accept resolution entitled “Resolution Official Undertaking.”

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby authorizes the continuation of the blanket undertaking policy for officers, clerks and employees of the Town as provided through Travelers, and approves disbursing the 2018 budgeted funds for said policy.

**RESOLUTION #28-18  
ESTABLISHING MILEAGE ALLOWANCE**

On motion of Councilman Hall, seconded by Councilwoman Stark to accept resolution entitled "Resolution Establishing Mileage Allowance." (\$.545 per mile)

ADOPTED      AYES 5              Hall, Stark, Witherell, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby established the amount of mileage reimbursement to be in accordance with the Federal government rate.

**RESOLUTION #29-18  
AUTHORIZING BANKING TRANSACTIONS**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled "Resolution Authorizing Banking Transactions."

ADOPTED      AYES 5              Hall, Stark, Witherell, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board authorizes and directs the Town Supervisor, Deputy Town Supervisor and/or Town Budget Officer to take any and all action necessary to effectuate all terms of this resolution.

**RESOLUTION #30-18  
APPOINTING TODD HUMISTON AS DOG CONTROL OFFICER FOR DOG CONTROL PURPOSES WITHIN THE TOWN OF FORT ANN**

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing Todd Humiston as Dog Control Officer for Dog Control Purposes within the Town of Fort Ann."

ADOPTED      AYES 4              Hall, Witherell, Stark, Fletcher, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Todd Humiston as Dog Control Officer as of January 1, 2017 at an annual salary of \$6,200.00 per year to be paid on a biweekly basis.

**RESOLUTION #31-18  
DESIGNATING OFFICIAL NEWSPAPER**

On motion of Councilwoman Stark, seconded by Councilman Fletcher to accept resolution entitled "Resolution Designating Official Newspaper." (The Post Star)

ADOPTED      AYES 5              Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board hereby designates *The Post Star* as the Town of Fort Ann's official newspaper.

**RESOLUTION #32-18**



**AUTHORIZING TOWN OF FORT ANN TOWN SUPERVISOR TO ENTER IN TO AGREEMENT WITH COUNTRYSIDE VETERINARIAN PRACTICE, P.C. FOR TOWN DOG CONTROL SHELTER SERVICES PURSUANT TO NEW YORK STATE AGRICULTURAL AND MARKETS LAW ARTICLE 7 FOR THE YEAR 2018**

On motion of Councilwoman Stark, seconded by Councilman Fletcher to accept resolution entitled "Resolution Authorizing Town of Fort Ann Town Supervisor to enter in to agreement with Countryside Veterinarian Practice, P.C. for Town Dog Control Shelter Services pursuant to New York State Agricultural and Markets Law Article 7 for the year 2018."

ADOPTED        AYES 5            Hall, Fletcher, Stark, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board hereby authorizes and directs the Town Supervisor to sign and take all necessary steps to enter in to the agreement with Countryside, upon final attorney approval.

**RESOLUTION #33-18  
APPOINTING TOWN ASSESSOR PART-TIME CLERK POSITION**

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Town Assessor Part-time Clerk Position."

ADOPTED        AYES 5            Fletcher, Hall, Stark, Witherell, Moore

**RESOLVED**, that the Fort Ann Town Board hereby appoints Michael McGuire as Town Assessor part-time Clerk as of January 1, 2018 and this appointment shall be at will.

6:22 p.m. Motion was introduced by Councilwoman Witherell, seconded by Councilwoman Stark to adjourn.

Motion was carried.

Respectfully submitted,

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Barbara J. Winchell, Town Clerk  
Town of Fort Ann, New York

Dated: January 5, 2018